

PRP News Update


Berkeley Lab Procurement-Receiving-Payables

June 2003

eProcurement Requisitions

Requisition Tips

Here are some tips for entering good ePro requisitions:

- Create a requisition line for each different item the vendor will send us, rather than having only one line with a laundry list of items.
- To add a new requisition line, click the "Special Request" icon  on the Requisition Summary page.
- For each item, choose the item category that best reflects the item being purchased. For list of item categories, go to: <http://procurement.lbl.gov/categories.htm> or click on the link on the categories link Requisition Summary page.

Craig,

Thanks for the examples of "improvement needed" requisitions. I'll will be sending-out "PRP News" in June with this as the leading story and will use some of the examples you provided. In the mean time, I would recommend that you provide feedback to the offending preparers (Molly Stoffer, etc.) saying you will handle this one requisition but others that are lacking item detail will have to be resubmitted. As you know, we want a separate requisition item for each separate item that will be shipped and invoiced.

CGHopkins wrote:

Gentlemen,

That should have caused you concern when a email starts with "Gentlemen". I have noticed a change in the amount of information being provided by preparers on their requests. The description is becoming less and less useful with more of the description being entered in the Comments field or as an email attachment. We have joked about the description saying "See comments" or "See attached". Some emails are just a series of emails between the requester and vendor where one needs to read all of the emails to determine what should be on the

request. Some people reference a quote that they do not attach. This has become more common in the last 2-3 months. Are the other groups seeing this on their requests?

Here is a list of some of the requisitions that I have seen this month. I would appreciate you looking at these requisitions and determining if the amount of information being provided is less than expected.

705288 This is a great one. This is a classic example.

705309

705319

705330

705478

705479

705481

705405

705420

705558 Great description

I would like the user committee to be notified that they need change the way that they currently entering requisitions. Delays are caused when Procurement needs to contact the preparers for information that should have been entered into the request or attached to it initially. This would be a good time to inform them, as the end of the fiscal year approaches and the number of requests increases.

Thanks,

Craig

Closing Projects

Before closing projects, it is important that budget analysts to review cost browser and detail ledger for outstanding purchase order encumbrances (liens). Procurement should be contacted to remove any outstanding balances on POs before projects close otherwise the encumbrance reversal will go into suspense. [See "What Drives a Project to Closure"]

Special Category Requirements (PUG)

Several item categories (like consultants, & refrigerators) have special requirements or forms or submitted with the ePro requisition. To see what is needed, go to the [categories page](#). There is a link to it from ePro's item screen (after you click Special Request, or the Requisition Summary page. For example, requisitions for consultants require that a consultant form, OCI, and other forms be attached to the requisition.

Manage Requisitions

Right now, you can only lookup requisitions by Requester Operator ID—typically their employee # --or by Requisition Number (0000712345). To better manage your requisitions, just use the system-generated requisition number. That way, you can more easily find your requisition.

Security Popup Message

You can remove the security message you receive each time you log into ePro, by installing the LBNL "Certificate." To do this:

- Paste this address link into IE:
http://lanops.lbl.gov/root_ca/index.html
- Choose the version of Internet Explorer you are using (5.5 or 6.0).
- Follow the instructions on the left to install the certificate.
- If you press the "Open" button, and it is not recognized it as a .cer file, save the file your PC—adding .CER to the file name. Then, double-click on this file.

Tired of Mousing?

You can get to the ePro Home Page after you log in by pressing the Enter key four times. Here are other [ePro shortcut keys](#).

Attachments & Comments

To assure that your attachments can be viewed by Procurement, make sure that you only attach attachments to the first line of ePro requisitions.

You can enter text in the Comments box appearing on the lower part of the Special Request screen but it is best to first fill the upper

Description box. To assure that text entered in the Comments box is visible to Procurement, Comments should not be changed or viewed once the "Add Item" box is checked. (We hope to have this resolved in the weeks to come.)

Requisition Status

Requisition Preparers can now lookup the purchasing status of requisitions in ePro's *Manage Requisitions* page. Lookup ability has been improved so you can enter a requisition number without concern for a date range. The status changes to *Dispatched* after the buyer has made it into a purchase order. The status changes to *Received* after there is receiving activity on the PO. You can lookup the PO number of a requisition and see if it has been received. The green "Requisition Cycle" icon (360 degree view) will show you where the requisition is in the procurement cycle from requisition to PO.

You can also see requisition status in IRIS using either the Quick Reports or the regular Purchasing reports.

Finance Matters

Out with the Old

Old POs (those before 6700000) should be closed out as they expire so that all our POs are native PeopleSoft POs (instead of POs which were converted from our legacy systems). Contact Cost Accounting for questions regarding the transfer of burden rates from old to replacement POs.

PO Accounting

Here is how to take care of common PO accounting tasks:

- To change a project id, send an email to Jim Bettencourt (JJBettencourt@lbl.gov) saying what you want changed. Include the PO number, PO line, old project id, and new project id. All remaining funds will be moved from the old project to the new one(s).
- To close a PO or reduce a PO's encumbrances (liens), send an email to the buyer with this same information as above.

The buyer can then reduce the PO to the amount already paid or anticipated to be paid for the PO.

PRP Reports Web Page

Visit our new PRP report Web page at <http://procurement.lbl.gov/PRP/reports.htm> for obtaining PRP ordering and financial information through IRIS, eProcurement, and FMS.

PRP Queries

The following informal queries have been developed to assist FMS users in obtaining PRP financial information:

- **ZP_REMAIN** - Tells you the authorized amount on the PO, how much has been vouchered against the authorized amount, and calculates the remaining balance on the PO by line.
- **RNPO** - One of the more popular queries used at the Lab is RNPO. This query now includes encumbrances (liens). The encumbrance is identified by the letters 'COM' (for commitment) under the header title 'An Type'. The letters 'ACT' under this header title stands for actuals and are the costs you see in IRIS. These can be sorted together or removed from the query depending on your need.
- **LMCPO** - This query is cloned from RNPO and additional fields have been added. These additional fields are the Resource Type, Fund, Dept. ID, MARS code, and the General Ledger account number.
- **RNPOCOM** - This query is like RNPO, but it displays the encumbrances (liens) only for a particular PO.
- **AP_VOUCHER_BY_PROJECT_ID** - This query will prompt you for a project and will display all invoices that have been posted to the ledger for that project. It displays the AP contact, PO number, vendor name, invoice number, invoice description, invoice amount, the date the invoice was entered, the date the payment is due, and indicates with a 'P'

if it has been paid. It also displays the General Ledger account number that was charged. Certifiers may find this an alternative to having invoice copies sent to them.